



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

March 28, 2006

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **RECRUITMENT FOR OMBUDSMAN**

Mr. Robert Taylor, Ombudsman, has accepted another position within the County as the Chief Deputy Probation Officer effective March 1, 2006. As per your Board's instructions, the Department of Human Resources has prepared the attached position description (Attachment I) and recruitment and selection plan (Attachment II) to recruit for this position.

The recruitment will be performed by the Department of Human Resources without the use of a search firm. Our outreach will primarily target candidates from within California, although our advertising will likely result in resumes from throughout the country. In addition, if you have names of prospective candidates, please forward them to me and we will contact them.

We anticipate submitting the names of the finalists to each Supervisor in July 2006. As indicated on the attached recruitment and selection plan, this includes a 60-day filing period.

Please call me if you have any questions.

MJH:ADC  
PAS:JML

Attachments

c: Chief Administrative Officer

EXEC RECRUITMENT/OMBUDSMAN 2006/NOTIFICATION OF RECRUITMENT

**COUNTY OF LOS ANGELES  
POSITION DESCRIPTION**

**ITEM NUMBER: 1634**

**TITLE: OMBUDSMAN**

**DEFINITION:** This position has complete charge of the Department of Ombudsman, an independent department of the County of Los Angeles, which responds to complainant inquiries concerning the Sheriff's and Office of Public Safety's personnel complaint processes and the status of ongoing complaint investigations. In cases where the investigation concludes the complaint is unfounded or unresolved and the complainant requests a review, the Ombudsman will review the Sheriff or Office of Public Safety complaint investigation and notify the appropriate department and the complainant of his/her findings. In cases where the investigation concludes the complaint is unfounded or unresolved and there is an allegation of excessive force resulting in medical treatment, the Ombudsman or Sheriff may delegate the review function to a retired judge from an approved panel of judges.

**EXAMPLES OF DUTIES:**

- ▶ Upon the request of a complainant, inquires whether complaints involving Sheriff or Office of Public Safety personnel are investigated thoroughly, objectively and in a timely manner, contingent upon the issues and through access to information within the Sheriff's Department or Office of Public Safety.
- ▶ Communicates to the complaining citizen the progress of the investigation and its results, to the extent permitted by law.
- ▶ Selects and assigns a retired judge from the panel of retired judges approved by and authorized by the Board of Supervisors and the Sheriff to review the records in connection with the adjudication of a complaint alleging excessive force resulting in medical treatment, whenever the complaint has been held to be unfounded or unable to be resolved or when the Ombudsman of Sheriff determines submission to a judicial panel may be appropriate.
- ▶ Confers with the Sheriff, judges, Special Counsel, County officials and others regarding any and all matters relative to the complaint investigation process and adjudication.
- ▶ Formulates Department of the Ombudsman policy, directs its execution and evaluates work accomplished.
- ▶ Directs the fiscal, personnel, budget and other administrative functions of the Department including departmental hiring and promotional practices consistent with the County's equal employment policy.
- ▶ Directs the development of changes in the organization to increase effectiveness and efficiency and reduce administrative costs of the Department.
- ▶ Conducts reviews of investigations and performs other duties with regard to other County Department and agencies as the Board of Supervisors may direct.

**OMBUDSMAN  
POSITION DESCRIPTION  
Page 2**

**MINIMUM REQUIREMENTS:**

Demonstrated knowledge, skills and abilities required in managing or assisting in the management of an organization. Such management includes directing budget, human resources, fiscal, supply and other administrative functions/responsibilities. Demonstrated knowledge of the policies and procedures of local law enforcement in the State of California.

A Bachelor's degree from an accredited college or university.

**License:** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**OTHER:** U.S. citizenship is required for appointment to this position.

**DESIRABLE QUALIFICATIONS:**

- A Bachelor's Degree or higher from an accredited college or university in criminal justice, human services, public or business administration, or a closely related field.
- Demonstrated knowledge of disciplinary systems and the adjudication process for personnel complaints.
- Demonstrated knowledge and ability and the principles, practices, methods and techniques of community and public relations, public administration, management and organization.
- Demonstrated ability to deal tactfully and effectively with civilian and sworn employees of local law enforcement agencies, and with other components of the law enforcement and justice system.
- Demonstrated ability to develop and maintain cooperative relationships with governmental officials, agencies and civic organizations.
- Formal training or experience in law, law enforcement, community relations or judicial systems.
- Ability and willingness to communicate effectively with outside Ombudsmen and civilian law enforcement oversight organizations throughout the County.
- Sensitivity and respect for the rights of individuals and differences in people's ethnic and cultural heritage, attitudes, beliefs, goals, perceptions and interests.
- Ability to perform public speaking assignments, including formal presentations, and community and press relations.
- Ability to recognize and deal effectively with the political and social structures of the community.

Date approved: March 28, 2006

**DEPARTMENT OF HUMAN RESOURCES  
EXECUTIVE RECRUITMENT**

**OMBUDSMAN**

**RECRUITMENT AND SELECTION ACTION PLAN**

***NATIONWIDE WITHOUT A SEARCH FIRM***

<b>ACTIVITY</b>	<b>ESTIMATED NUMBER OF CUMULATIVE CALENDAR DAYS</b>
I. Develop, finalize, and print recruitment announcement.  (15 days)	15
II. Filing Period  A. Distribution of announcement to targeted areas and groups, such as: major cities and counties (nationwide), internal county departments, employee organizations, special mailing lists, professional organizations and community groups.  B. Advertise  C. Department of Human Resources Staff to utilize outsourcing methods, networking capabilities, and follow-up calls to targeted potential candidates based upon minimum requirements and desirable qualifications.  (60 days)	75
IV. A Qualifying Screening Panel consisting of County executives and subject matter experts, to conduct a qualifying screening of applicants based upon resumes and other submitted materials.  (15 days)	90
V. Assessment Interview Panel, to be selected by the Department of Human Resources and to include subject matter experts, to conduct assessment interviews. Participation in the interview assessment will be contingent upon the extent to which applicants meet or exceed the minimum requirements and desirable qualifications. (Includes timeframe for scheduling panel members and candidates.)  (30 days)	120
VI. Submit a list of top candidates to each Supervisor, and commence background investigations.  (5 days)	125